

## City of SeaTac

# **PRELIMINARY SUBDIVISION**

### **PURPOSE:**

The purpose of a Subdivision is to divide land according to minimum standards in order to promote and protect the physical well being of the City of SeaTac. This includes insuring adequate circulation patterns, providing desirable public spaces, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and a storm drainage system to protect against flooding and erosion.

### **WHEN REQUIRED:**

A subdivision is required when land is to be divided into five or more parcels.

### **CONDITIONS FOR APPROVAL:**

1. The proposed lots must conform to the Comprehensive Plan and Zoning Code requirements.
2. The proposed lots are served with an adequate means of access for vehicles, utilities, fire protection, drainage, water supply, and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.

### **SUBMITTAL:**

#### **1. Planning Filing Fee:**

##### 100 Lots or Less

Base Fee: \$6,000  
+ Per Lot Fee: \$ 100

10% of the Initial Fee

##### More Than 100 Lots

Base Fee: \$7,000  
+ Per Lot Fee: \$ 100

2. Public Works/Engineering:

a. Plan and Profile

30 Lots or Less

Base Fee: \$1,528.00  
+ Per Lot: 8.30

31 Lots or More

Base Fee: \$1,651.00  
+ Per Lot: \$ 4.20

b. Resubmittal

Base Fee: \$ 83.00  
Plus Per Hour: Standard Hourly Rate

c. Revisions to Approved Plans

Base Fee: \$ 83.00  
Plus Per Hour: Standard Hourly Rate

3. Please submit all of the items listed on attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.***

**FINAL SUBDIVISION FEES**

30 Lots or Less = \$3,000.00 + \$100.00 per lot

31 Lots or More = \$3,500.00 + \$100.00 per lot

**PROCEDURE:**

1. Prior to submitting your subdivision application, you will need to review your proposed subdivision with the City's "Development Review Committee" (DRC). ***No Application will be accepted prior to review by the DRC.*** Please contact the Building Division Permit Coordination Specialist to schedule a time to meet with the DRC (Phone 241-1189).
2. You will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 120 days to make a decision regarding your application.

3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see the attached example) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code Volume II (SMCVII). An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. The Hearing Examiner will set a date for a public hearing and you will be notified at least 14 days in advance. A staff recommendation will be sent to you at least 14 days in advance of the public hearing.
5. Following the public hearing, the Hearing Examiner will make the final decision on the preliminary plat. A “Notice of Decision” will be sent to the applicant/property owner and to all persons of record.
6. Once the Hearing Examiner has approved your Preliminary Subdivision you have five (5) years to file a Final Subdivision application with the City.

## **PRELIMINARY SUBDIVISION**

File No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

1. **BUSINESS NAME:** \_\_\_\_\_

Plat Name: \_\_\_\_\_

¼ \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

2. **APPLICANT/PROPERTY OWNER(S) INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Status (Owner/lessee/agent/etc): \_\_\_\_\_

*(if more than one owner, please attach additional sheets with names, owners, contact information and signatures).*

3. **DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY).**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

4. **PROPERTY:**

Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Size (SQ.FT.): \_\_\_\_\_ Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. SURVEYOR:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

**6. ENGINEER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

**7. EXISTING USE OF THE PROPERTY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. PROPOSED USE OF THE PROPERTY:**

Proposed Use of the Property, (In detail; if necessary, attach an extra page):

Number of Lots: \_\_\_\_\_ Typical Lot Size: \_\_\_\_\_

Price Range: \_\_\_\_\_ Protective Covenants: \_\_\_\_\_

Public Areas: \_\_\_\_\_

\_\_\_\_\_

Utilities: \_\_\_\_\_

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Street Improvements: \_\_\_\_\_

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I, the undersigned, am a property owner or officer of the corporation owning property involved in this application and certify the foregoing statements, answers, and information submitted are in all respects true and correct to the best of my knowledge.

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Applicant's Signature

*(Please Print Name after Signature)*

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Owner's Signature

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Date

---

Date

This certificate provides the Department of Planning and Community Development with information necessary to evaluate development proposals.

City of SeaTac/Planning Dept.  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

# CERTIFICATE OF WATER AVAILABILITY

**File No.** \_\_\_\_\_

**PART A:** *(TO BE COMPLETED BY APPLICANT)*

1. Owner Name/Address/Phone: \_\_\_\_\_  
\_\_\_\_\_

Agent or Contact Person/Name/Phone: \_\_\_\_\_

Site Address (Attach map and legal description): \_\_\_\_\_

2. This certificate is submitted as part of an application for:

☐ Residential Building Permit     ☐ Preliminary Plat     ☐ Short Subdivision  
☐ Commercial/Industrial Bldg. Permit     ☐ Rezone     ☐ Other: \_\_\_\_\_

3. Estimated number of service connections and meter size(s): \_\_\_\_\_

4. Vehicular distance from nearest hydrant to the rear of the furthest structure: \_\_\_\_ft.

5. Minimum needs of development for fire flows: 1,000 gpm at a residual pressure of 20 psi.

Source of minimum flow requirement:

\_\_\_\_ Fire Marshal                  \_\_\_\_ Developer's Engineer                  \_\_\_\_ City  
\_\_\_\_ Insurance Underwriter        \_\_\_\_ Utility                                  \_\_\_\_ Other:

6. Area is served by: \_\_\_\_\_  
(Utility)

Owner/Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





This certificate provides the Department  
of Planning and Community Development  
with information necessary to evaluate  
development proposals.

City of SeaTac/Planning Dept.  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

**CERTIFICATE OF SEWER AVAILABILITY**  
**File No. \_\_\_\_\_**

\_\_\_\_ Building Permit    \_\_\_\_ Short Subdivision    \_\_\_\_ Preliminary Plat or PUD    \_\_\_\_ Rezone or other

**APPLICANTS**

NAME: \_\_\_\_\_

**PROPOSED**

USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

(Attach map & legal description if necessary)

**1. SEWER PURVEYOR INFORMATION**

a. \_\_\_\_ Sewer Service will be provided by service connection only to an existing  
sewer main \_\_\_\_\_

OR

b. \_\_\_\_ Sewer Service will require an improvement to the sewer system of :

- (1) \_\_\_\_\_ feet of sewer trunk or lateral to reach the site; and/or
  - (2) \_\_\_\_\_ the construction of a collection system on the site; and/or
  - (3) \_\_\_\_\_ other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. a. The sewer system improvement is in conformance with the County approved sewer  
comprehensive plan

OR

b. The sewer system improvements will require a sewer comprehensive amendment.

c. The proposed project is within the corporate limits of the district, or has been granted  
Boundary Review Board (BRB) approval for extension of service outside the district or  
city.

Review Board (BRB) approval for extension of service outside the district or city.

OR

a. Annexation or BRB approval will be necessary to provide service.

b. Service is subject to the following:

- (1) Connection Charge: \_\_\_\_\_
- (2) Easement(s): \_\_\_\_\_
- (3) Other: \_\_\_\_\_

I hereby certify that the above sewer purveyor information is true. This certification shall be valid for one year from the date of signature.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Signatory Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



4. How does the preliminary plat comply with the Shoreline Master Program, (*if applicable*)?
5. How does the preliminary plat comply with the provisions of the Zoning Code?
6. How does the applicant propose to provide adequate water supply to the preliminary plat?

7. How does the applicant propose to supply adequate sanitary sewage disposal to the preliminary plat?
8. How does the applicant propose to mitigate traffic impacts due to the proposed preliminary plat?

## **City of SeaTac Subdivision Requirements**

### **1. FIRE FLOW**

- a. All lots must have a fire hydrant located within 350 feet actual vehicular travel distance.
- b. All fire hydrants meeting condition 2(a) above must flow a minimum of 1,000 GPM at 20 psi residual pressure. A certificate of water availability from the local water purveyor shall be provided.

### **2. PEDESTRIAN IMPROVEMENTS**

- a. Sidewalks shall be required for existing and proposed streets bordering and within the subject subdivision. All sidewalks shall at a minimum conform to the performance standards established under the SeaTac Municipal Code and other applicable regulations.
- b. Where an applicant proposes to divide land in a way that creates one or more block lengths in excess of 660 feet, or proposes a subdivision where one or more created lots shall abut the parallel street for more than 60% of such a block length, the applicant shall construct all improvements necessary to anchor a pedestrian crosswalk, overpass or similar facility at the center of each subject block length.

### **3. BUFFERS**

- a. Where any residential subdivision is located adjacent to a business, commercial or industrial zone classification, a minimum 20 foot buffer shall be provided. The buffer may be a natural buffer areas, landscaping, berms and/or approved fences, or a combination thereof, and shall be provided prior to the issuance of Building Permits. The buffer shall be noted as an easement on the face of the plat and covenant shall be placed on each lot containing the buffer stating that the buffer cannot be altered by the property owner unless otherwise approved by the Department of Planning and Community Development.
- b. Where any residential subdivision is located adjacent to adjacent residential property, a minimum 10 foot buffer shall be provided. The buffer may be a natural buffer areas, landscaping, berms and/or approved fences, or a combination thereof, and shall be provided prior to the issuance of Building Permits. The buffer shall be noted as an easement on the face of the plat and covenant shall be placed on each lot containing the buffer stating that the buffer cannot be altered by the property owner

unless otherwise approved by the Department of Planning and Community Development.

4. STREET TREES

New subdivisions shall provide street trees along all public rights-of-way, including the cul-de-sac. The street trees shall be placed within a five (5') foot planter strip located between the curb and the sidewalk. No impervious surfaces, other than driveways, ADA ramps, or crosswalks, shall be allowed within the planter strip. Street trees shall be a maximum of 30 feet on center. Irrigation shall be provided for the street trees.

5. PUBLIC STREETS

Public streets shall be provided within the formal subdivision. At a minimum, the right-of-way width of the public street shall be 55 feet.

6. OPEN SPACE

- a. In subdivisions of 10 or more lots, a minimum of seven percent (7%) of the gross land area shall be reserved as common recreation open space. Common recreational open space shall not include any critical areas as defined in Chapters 15.10 and 15.30 of the SMC.
- b. The specific location and design of any common recreation open space required under this Title shall be determined by criteria established under the Zoning Code.
- c. No part of common recreation open space reserved under this Title shall also be used to fulfill property drainage requirements under the Surface Water Management Code.
- d. Where an applicant proposes residential subdivision, he or she shall substantially improve the common recreation open space consistent with the projected maximum future occupancy of the overall site.
  1. Land reserved pursuant to a residential subdivision shall be established as a private recreational tract. The ownership of that tract shall be allocated equally between all buildable lots created as a result of the subdivision. A covenant shall be placed on all lots within the residential subdivision informing the property owners of the requirement to maintain the private recreational tract.
  2. The original and subsequent owners of any property or properties served by a private recreation tract established under this section shall maintain that tract consistent with Sections 14.16.060 and

14.16.070. The City shall not be responsible for the maintenance of such tracts.

7. STORM DRAINAGE

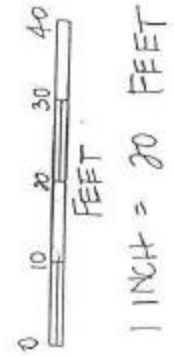
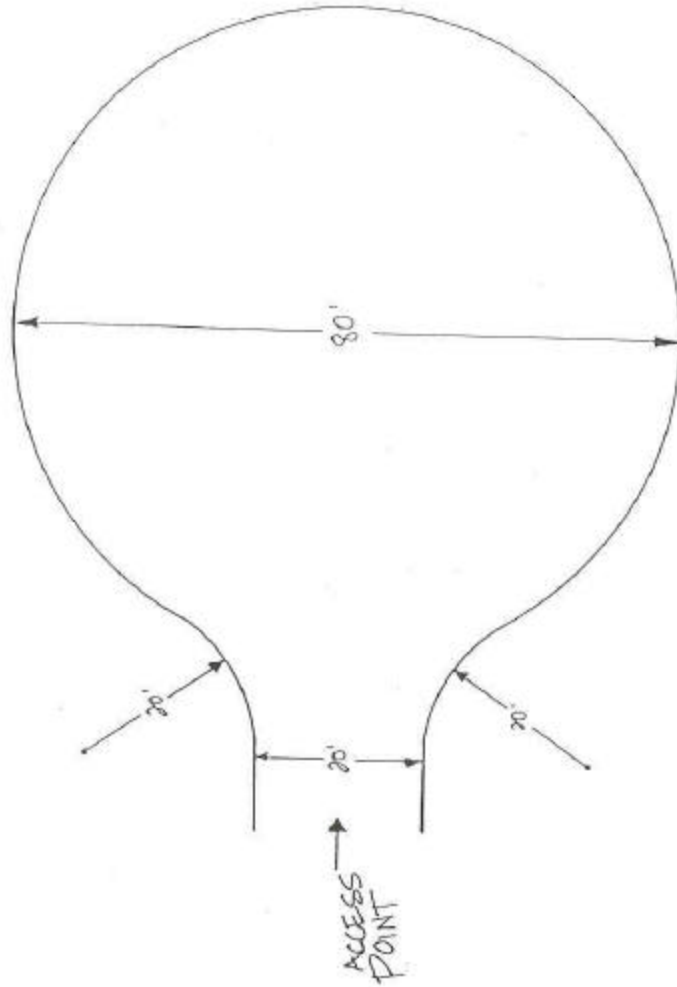
Storm drainage improvements shall be installed pursuant to City Codes.

8. CUL-DE-SAC

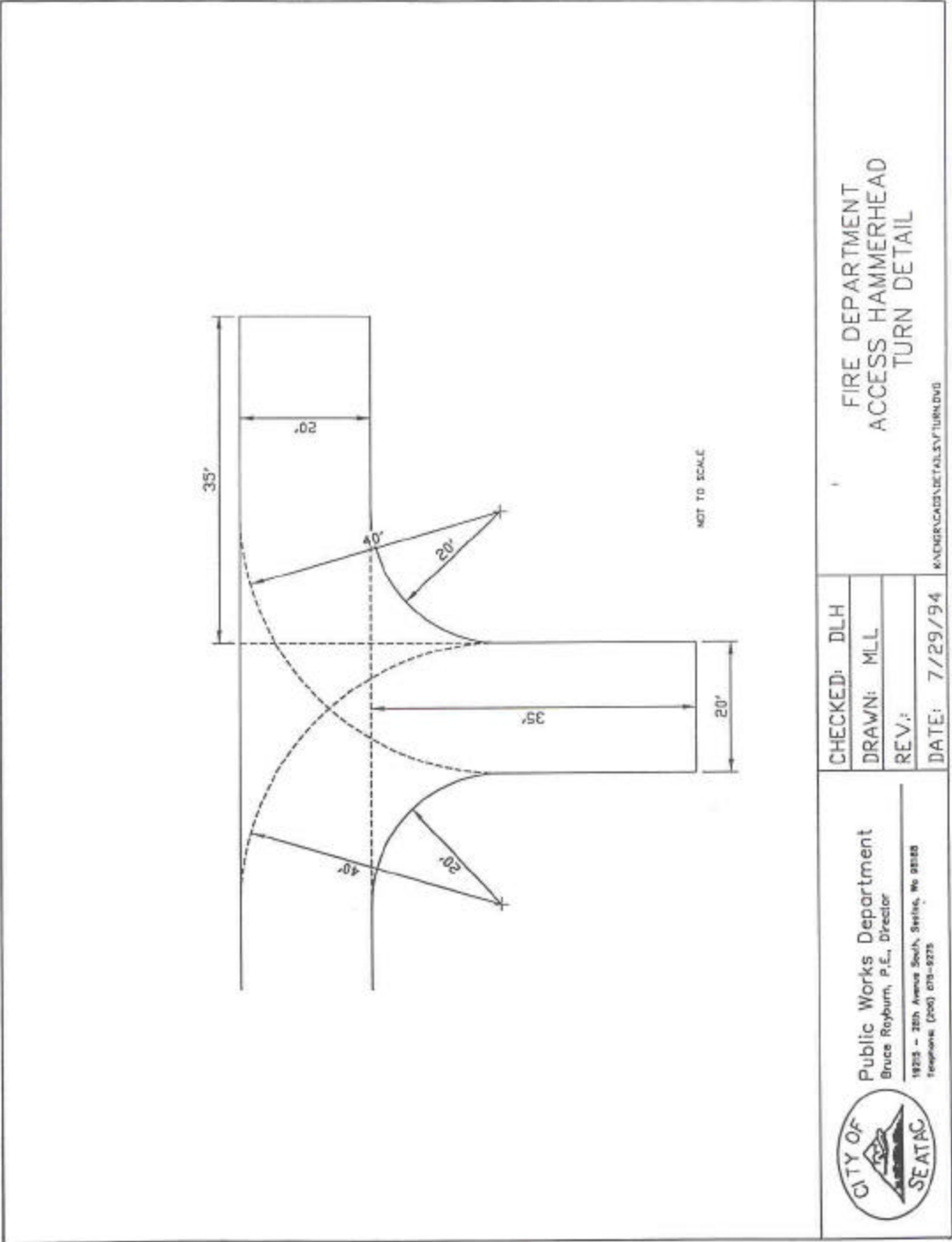
Cul-de-sacs shall be a minimum of 80 feet in diameter.



CUL-DE-SAC



\* Measurements do not include  
Curb / sidewalk.



## **PLANNING/PUBLIC WORKS ENGINEERING PRELIMINARY PLAT APPLICATION REVIEW CHECKLIST**

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A "Determination of Completeness" (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOIC). Please do not turn in your application until all items which apply to your proposal have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Planning and Community Development at 206-973-4830.

### **Return this checklist with your application**

<i>For Office Use Only</i>	
<b>Date Submitted:</b> _____	<b>Date of Pre -App. Meeting:</b> _____

### **Part I – Application Submittal**

	<u>Applicant</u>	<u>Staff</u>
1. <b>Five (5)</b> copies of all documents (Application, Water and Sewer Certificates, paper copies of the plat plan, etc.)		
2. Application form filled in and original with four (4) copies submitted.	_____	_____
3. <b><i>Legal Description</i></b> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		
4. An <b><i>Environmental Checklist</i></b> filled in with all questions answered, signed, and an original with four (4) copies submitted.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
5. <b><i>Title Report (dated within last 90 days)</i></b> including all easements and deed restrictions. [5 Copies]	_____	_____
6. The DRC comment sheets, five (5) copies.	_____	_____
7. <b><i>A letter of service availability</i></b> from the appropriate Water District.	_____	_____
8. <b><i>A letter of service availability</i></b> from the appropriate Sewer District or a letter of pre-approval from the King County Health Department.	_____	_____
9. One paper reduction of each oversized plan to a 8 ½” x 11”.	_____	_____
10. <b><u>All</u></b> oversized plans <b><u>folded</u></b> to 8 1/2 “ x 14” size. <b><i>Please do not bring plans that are rolled up.</i></b>	_____	_____
11. Lot closure calculations. (5 copies)	_____	_____
12. One paper reduction of each oversized plan to 8 1/2” x 11” size.	_____	_____
13. County Assessor’s Map/s showing a 1000’ foot radius around the edges of the subject property ( <b><i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i></b> )	_____	_____
14. A minimum of two (2) sets of stamped, legal sized envelopes addressed to each property owner within 1,000 feet of the subject property, with the return address for the City of SeaTac, Dept. of Planning and Community Development, 4800 South 188 <sup>th</sup> Street, SeaTac WA 98188-4236. A return address stamp is available for your use. (NO METERED MAIL)	_____	_____
15. A photocopy or printout of names and addresses. Please make an 8 1/2” x 11” copy of the address labels before placing on the envelopes.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
16. The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notification for notifying all property owners between 500 and 1000 feet.	_____	_____

**Part II – Site Plan Requirements**

17. A dimensioned plan/s drawn to scale showing the following:	_____	_____
a. Boundary lines including bearings and distance;	_____	_____
b. Easements, including location, width, and Purpose;	_____	_____
c. Streets on and adjacent to the tract, including the name and right-of-way (ROW) width, and location; type, width and elevation of surfacing; any legally established centerline elevation; walks curbs, gutter, culverts, etc;	_____	_____
d. Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers;	_____	_____
e. Ground elevations on the tract, based on a datum plane approved by the City, for land that slopes less than approximately two percent (2%), show spot elevations at all breaks in grade, along all drainage channels or swales, and all selected points not more than 100 feet apart in all directions; for slopes more than approximately two percent (2%),	_____	_____

- |    |  |       |       |
|----|--|-------|-------|
|    | either show contours with an interval of not more than five (5) feet if the ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval on not more than two (2) feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings;                               | _____ | _____ |
| f. | The location of watercourses, wetlands, rock outcrops, wooded areas, all trees of eight (8") inches of caliper or greater, houses, barns, shacks, and other significant features.;   | _____ | _____ |
| g. | Conditions on adjacent land including:   |       |       |
|    | <input type="checkbox"/> The approximate direction and gradient ground slope, including any embankments or retaining walls;  | _____ | _____ |
|    | <input type="checkbox"/> Character and location of buildings, railroads, power lines, towers, and other nearby non-residential land uses or platted land;  | _____ | _____ |
|    | <input type="checkbox"/> Refer to subdivision plat by name recording date, volume and page number, and show approximate percent built up, typical lot size, and dwelling type;   | _____ | _____ |
| h. | Zoning on and adjacent to the plat;  | _____ | _____ |
| i. | Proposed public improvement, including highways or other major improvements planned by public authorities for future construction on or near the tract;  | _____ | _____ |
| j. | Key plan showing the location of the tract;  | _____ | _____ |
| k. | Title and certificates including, legal description according to official records in the Office of the County Auditor. Plat name under which the proposed subdivision is to be recorded, with the names and addresses of owners, notation stating acreage, scale, north arrow, datum, bench marks, certification of a registered civil engineer or surveyor, and date of survey; | _____ | _____ |

		<u>Applicant</u>	<u>Staff</u>
l.	Proposed streets, including names; ROW and Roadway widths; approximate grades and Gradients; similar data for alleys, if any;	_____	_____
m.	Sites, if any, to be reserved or dedicated to parks, playgrounds, or other public uses;	_____	_____
n.	Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive for single-family dwellings;	_____	_____
o.	Minimum building setback lines;	_____	_____
p.	Site data including:		
	<input type="checkbox"/> Number of residential lots;		
	<input type="checkbox"/> Typical lot size;		
	<input type="checkbox"/> Acres in parks, etc;	_____	_____
q.	Typical cross-sections of the proposed grading, roadway, and sidewalk;	_____	_____
r.	Proposed sanitary, storm water, and water system with points of connection, grades, and sizes indicated.	_____	_____

## **INSTRUCTIONS FOR OBTAINING ADDRESS LABELS**

### **OBTAINING LABELS FROM CITY OF SEATAC**

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

### **Reminder:**

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. (***NO METERED MAIL***)

***\*Please Note – If you choose to acquire your labels through a source other than City of SeaTac, a Tax Assessor's map(s) shall be submitted with the application.***



**City of SeaTac Address Labels Request Form**

Date of Request\_\_\_\_\_Date Needed\_\_\_\_\_

Applicant's Name\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Phone\_\_\_\_\_FAX\_\_\_\_\_

E-mail Address\_\_\_\_\_

Project Name\_\_\_\_\_

Project Address\_\_\_\_\_

FILE NUMBER\_\_\_\_\_

**TAX LOT NUMBER**\_\_\_\_\_

**For internal use only:**

Date completed:\_\_\_\_\_Completed by:\_\_\_\_\_  
Cost: \$\_\_\_\_\_Date paid:\_\_\_\_\_

**GIS PRODUCTS AND SERVICES – 001.341.80.00.000**

## NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.

**5 FT**

**4 FT**



### NOTICE OF PROPOSED LAND USE ACTION

TYPE OF ACTION:	SUBDIVISION
FILE NUMBER:	SUB01-00001
COMMENT DEADLINE:	MAY 1, 2001
HEARING DATE:	

FOR MORE  
INFORMATION  
CITY OF SEATAC  
4800 South 188<sup>th</sup> Street  
(206) 973-4830

PUBLIC  
NOTICE  
8 ½" x 11"  
(Laminated  
by  
Applicant)

COPIES  
OF  
PUBLIC  
NOTICE  
IN REAL  
ESTATE  
BOX

VICINITY  
MAP  
(*Laminated  
by  
Applicant*)

## NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

